



# AGR VACANCY ANNOUNCEMENT

**HUMAN RESOURCES OFFICE  
ALASKA ARMY NATIONAL GUARD**

**PO Box 5800  
FORT RICHARDSON, ALASKA 99505-0800**

**ANNOUNCEMENT NUMBER:**

AGR  
AR 05-08

**POSITION DESCRIPTION:  
11B NCOES INSTRUCTOR  
ANCOC SMALL GROUP LEADER**

**GRADE:**  
Minimum: E-6  
Maximum: E-7

**OPEN FOR FILL:**



STATE



NATIONWIDE

**UNIT OF ACTIVITY/DUTY LOCATION:**

**1<sup>st</sup> BN (CA) 207<sup>th</sup> REGIMENT  
Camp Carroll, Ft Richardson, AK**

**CURRENT AK ARNG OPENINGS:**

**INTERNET ADDRESS:**

<https://55.1.6.189/hro/jobs.htm>

**MILITARY ASSIGNMENT:**

**1<sup>st</sup> BN (CA) 207<sup>th</sup> REGIMENT  
Camp Carroll, Ft Richardson, AK**

**EVALUATION FACTORS USED:**

Review of individual applications and/or  
personal interviews

**WHO MAY APPLY: ZONE 1 and 4**

ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.

ZONE 2. All Alaska Army National Guard members

ZONE 3. All Alaska Army and Air National Guard member

ZONE 4. Nationwide (All Army members eligible for membership in the Alaska Army National Guard)

**STARTING 1 OCTOBER 2004, ALL JOB APPLICATIONS MUST BE RECEIVED IN HRO BY 1630 ON THE CLOSING DATE OF THE ANNOUNCEMENT. THIS IS A CHANGE FROM OUR PREVIOUS PROCEDURE WHERE WE ACCEPTED JOB APPLICATIONS THAT WERE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1. In the grade of Staff Sergeant (E6) or above, must possess the required grade and military occupational specialty (MOS) authorized for the AGR duty position. In the grade of Sergeant (E5) or below, must have the potential to become qualified in the MOS authorized in the first 12 months or be released from AD/FTNGD.

**HOW TO APPLY:** Complete applications must be received in HRO-AGR office no later than 1630 day of closing. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described to the address located at the upper left corner of this announcement.

**APPLICATION PROCEDURES:** All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application package received will not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1/(ERB) or Report of personnel military service history
5. Copies of the last five NCOER
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) SIDPERS generated report for ARNG only
9. Copy of all DD Form 214 and if applicable current AGR orders
10. Copy of current drivers license (must be valid)
11. Security clearance verification memorandum from Personnel Security Manager

QUESTIONS: Call AGR Manager, COM (907) 428-6467, DSN (317) 384-4467 or COM (907) 428-6458 or DSN 384-4458

**SELECTING SUPERVISOR: CSM David R. Hudson**

**Duties:** Directly in contact with the student and represents the command in the presentation of the instruction. Incumbent serves as the role model for the students and must be technically competent and professional in demeanor. Administers the training and testing; expected to be proficient in facilitating the learning activities of the soldiers by administering all training and testing in a professional manner. Responsive to the needs of the soldiers except to aid in solving the problems and direct the soldiers to the proper source for help. Maintains the training facility in a manner that aids in effective learning. Ensures that the necessary course materials are on hand, facilities are neat, clean and safe and that discipline in both the classroom and in the field is maintained at all times. Provides immediate feedback on student's performance. Evaluates each soldier's performance on all practical exercise, and the end-of-black test. Distributes the Student Evaluation Plan and Student Guide to the student before training starts. Provides the soldiers with any required assistance related to access to publications, equipment, forms and instruction. Provides appropriate remedial training and retesting when a soldier does not pass a practical exercise or examination. Recommends to the Course manager/Commandant, that a soldier will be dropped from the course. Evaluates course materials and administration; provides suggestion recommendations to the Course manager for course improvement. Conducts after action review (AAR) after all performance-oriented training. Maintains records of soldiers with disciplinary, academic, and/or administrative problems. Provides the Course Manager with records of all counseling sessions. Maintains soldier records as outlined in the Course Management Plan (CMP), as well as and any others required by local policy. Conducts safety briefing prior to training and taking immediate action to correct and report all unsafe conditions with the training facilities.

**Special Announcement Criteria:** Minimum specified grade standard for SGLs/instructors for 11B B/ANCOC Phase II is Staff Sergeant E<sup>+</sup> with prior assignment experience at the squad leader level. Must be an E6/E7 with at least one year served in an 11B, E6 position. Must be a graduate of an 11B MOS qualification course and 11B BNCOC Phase II. Meets body composition, height and weight requirements in AR 600-9. Have 3 years time remaining in service upon arrival at assignment, or be able to reenlist or extend to meet the requirements. Must be able to pass the Army Physical Fitness Test (APFT), without a profile for any event. SGLs/Instructors may not have a permanent profile that precludes them from performing all of his/her duties (e.g. running, road marching, physical fitness exercises, wearing of required equipment). Must have a minimum physical profile of 111221.

**Minimum Eligibility Criteria:** Must be a member of the Alaska Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must have current Alaska Drivers License.

**INSTRUCTIONS TO COMMANDERS and SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the selecting supervisor or HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

## **THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.